

Greetings Residents,

As you have heard, Quincy University will be moving to distance learning for the remainder of the Spring 2020 semester. Our goal is to facilitate a checkout process, when you are ready to leave, that is orderly and keeps with social distancing guidelines, limiting numbers of people on campus.

For those currently approved to be on campus:

-Need to stay?

You may stay in your on-campus housing for the remainder of the school year. If you do NOT email/call us to cancel, we will assume you are choosing to remain and will keep you on our approved list. Everything will continue the same as it is now on campus, meals, using the HFC, studying in the SSC etc. Move-out day is May 8, 2020 unless approved by Andrea Gruger ahead of time.

-Desire to leave?

Please email Andrea Gruger at grugean@quincy.edu to communicate your intentions ahead of time, and include your name, building, room number and day/time you will be leaving campus in your email. She will schedule as needed to meet each student, take their keys and sign the student's RCIs.

For those not currently on campus:

-I've already moved my things out. Can I mail my key back?

Yes, you can mail your key to:
Residence Life – Quincy University
1800 College Ave.
Quincy, IL 62305

Please clearly print your (resident's) name, building and room number on a slip of paper and wrap it around the key in the envelope. We highly recommend that you use a padded envelope, or secure the key to the inside of the envelope with tape so the key does not tear a hole in the envelope.

Email Andrea Gruger at grugean@quincy.edu with "key mailed" as the subject of the email. If we have not received a key by May 8th, we will need to charge a recorded fee (\$75) to change the lock.

-I need to return to check out:

Please sign up for a check out block using this form:

<https://www.signupgenius.com/go/30e0a4eabad2ba4fa7-quincy1>.

Appointments will be available daily throughout the semester. Currently, we can only accommodate 3 appointments every 2 hours. It is **essential** that you arrive during your appointment time.

If you or anyone in your household is experiencing COVID-19 symptoms, DO NOT return to campus to check out. Contact grugean@quincy.edu for alternate options.

If you have a need that differs from any of the above options, email grugean@quincy.edu with your detailed situation and request.

Packing up

- Please bring your own boxes, and no more than two helpers.
- Also be sure to practice good social distancing—6 feet between each person—while on campus.
- When you arrive, you should park in the parking lot nearest your building, pack up your belongings, and move your vehicle to the entrance loading zone only when you are ready to load.
- Be respectful of designated parking spaces, fire lanes, etc.
- Please be aware that, due to health and safety concerns, we will not have volunteers available, nor will have carts or dollies. You should come ready with any supplies you will need.

Mail forwarding and packages

Please check your campus mailbox before you officially leave. Any USPS mail delivered to campus will be forwarded to your permanent address at no cost. Mail cannot be forwarded to international addresses. For any packages delivered by carriers other than USPS, please contact wingesh@quincy.edu for assistance with this process. The post office intends to remain open through the spring.

Options for storage

Storage is not available on campus for domestic students unless approved by Andrea Gruger. Several local storage companies are currently offering discounts to college students. Contact baskety@quincy.edu for a list of companies and contact info if needed.

Housing Selection Process

The 2020-2021 housing process has been completed, everything related to your official assignment will be sent once the semester ends in May. If you did not participate in the housing selection process, please complete your housing agreement located in the student portal. For questions about housing selection please email Andrea Gruger at grugean@quincy.edu.

Summer Housing

Summer Housing is yet to be determined. More information to come.